

Processing Payroll - Pre-Payroll

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Processing Payroll - Pre-Payroll

Processing Payroll - Pre-Payroll Overview

The payroll cycle is a process that is completed each time State employees are paid. The payroll cycle consists of the following five basic steps:

- Process pre-payroll
- Print payments
- Process pro forma journal entries
- Print pay cycle reports
- Process final update

Before each payroll cycle, information is updated that the system uses during the payroll cycle. This information includes pay frequency, as well as employee information, such as the employee's tax ID number, pay rate, tax information, and timecards.

Pre-payroll must be processed first and final update is processed last to complete the Payroll Cycle. The payments, journal entries, and reports steps can be completed any time after pre-payroll and before final update. During the payroll cycle, information is verified and corrections can be made when necessary. The Pay Cycle Workbench is the central location for pay cycle processing. Pay cycle processing includes the following tasks:

- Processing pre-payroll
- Reviewing pay cycle information online
- Correcting errors in pre-payroll processing
- Understanding recalculation of employee taxes
- Processing payments
- Resetting pay cycle steps
- Working with pro forma journal entries
- Reviewing pay cycle reports
- Processing the final update

The workbench displays information about each payroll ID and simplifies the process of reviewing the status of a pay cycle and verifying information.

The Pay Cycle is controlled by the Payroll ID. To process pre-payroll, a Payroll ID must be entered. The Payroll ID is used to select the employees to be paid. The same payroll ID is used for all steps of the Pay Cycle. Different Payroll IDs can be used to process multiple Payroll Cycles simultaneously. The User ID of the person processing payroll must be entered in Execution Control for the particular Payroll ID. Agencies can verify which users are established in Execution Control by highlighting the Payroll ID and selecting Execution Control from the Row Exit. If changes need to be made to Execution Control, agencies should contact the Help Desk. Agencies do not have authority to change Execution Control.

To manage payroll processing and prevent anyone from changing current payroll information for the employees included in a cycle, the pre-payroll program initiates a payroll lockout condition for all employee records that are included in the pre-payroll.

Training Guide

Processing Payroll - Pre-Payroll



If an employee is accessed who is included in a Pay Cycle, the system displays a warning message. On some windows, a locked record appears in the color fuchsia (bright pink). On other forms, the status box in the upper right corner appears in fuchsia.

When the system establishes a lockout, the lockout remains in effect until the final update is complete. During lockout, only authorized users can update any of the employee records that are included in the pre-payroll.

When an employee record is locked by a Payroll ID, that employee cannot be included in another Payroll ID until the lock is removed. To remove the lock, final update or a reset must be performed.

Warning: If you reset a payroll cycle, you must resubmit pre-payroll.

Processing pre-payroll is the first step in the paycycle. The pre-payroll must complete successfully before other steps can be performed. During the pre-payroll process work files are created that the system needs to produce payments and reports. After pre-payroll is processed, pay cycle information is reviewed and any necessary corrections are made before the payments are printed.

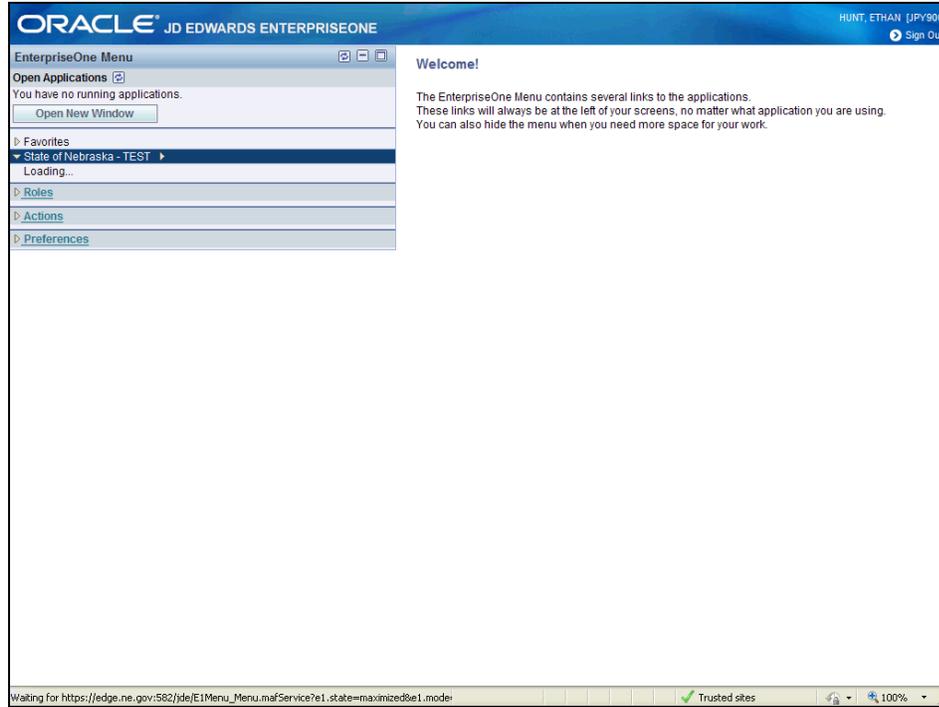
Pay cycle processing includes the following tasks:

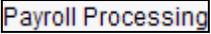
- Define the employees to include in a payroll cycle.
- Generate timecards for employees who are set up for auto-pay. Auto-pay employees are those for whom you do not need to enter timecards for regular pay.
- Process timecards entered for the pay period.
- Calculate gross-to-net pay for employees.
- Create the work files that the system needs in order to produce payments and reports.
- Print reports listing pay types, deductions, benefits, and accruals (PDBAs); taxes withheld; and any unique overrides used in the calculations.

Submit Pre-Payroll Lesson

Procedure

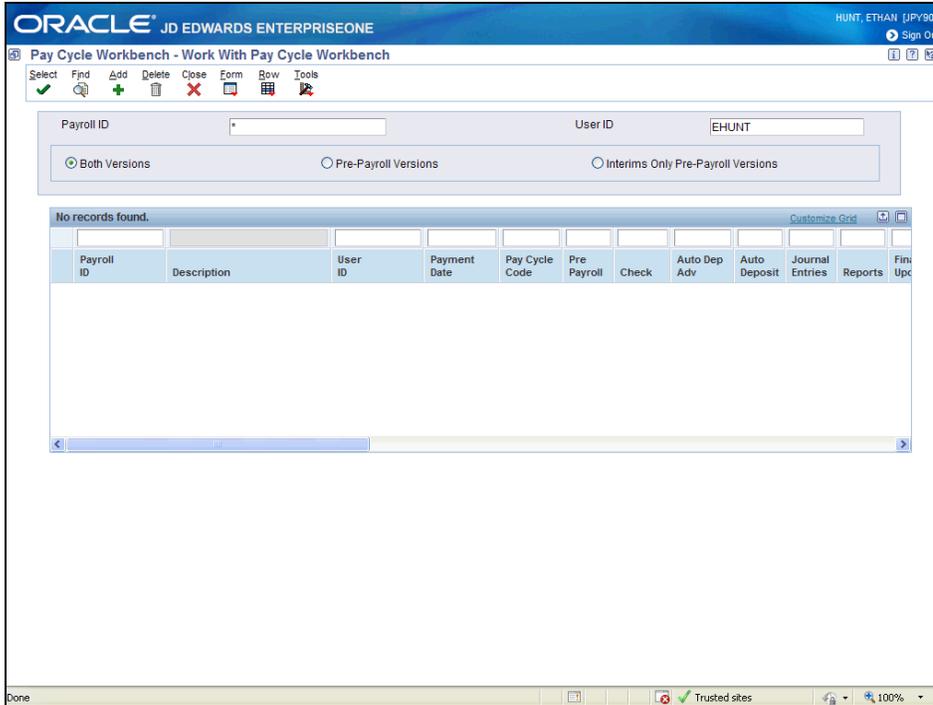
In this lesson you will learn how to submit pre-payroll



Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Payroll link. 
3.	Click the Payroll Processing link. 
4.	Click the Pay Cycle Workbench link. 

Training Guide

Processing Payroll - Pre-Payroll



Step	Action
5.	Click in the Payroll ID field. <input type="text" value="*"/>
6.	Enter the agency number followed by an asterisk (i.e 65*) into the Payroll ID field.
7.	Click in the User ID field. <input type="text" value="EHUNT"/>
8.	Enter an asterisk "*" into the User ID field.
9.	Click the Pre-Payroll Versions option. <input type="radio"/>
10.	Choose the Payroll ID on the grid you wish to process by clicking the radio button next to it. <input type="radio"/>
11.	Click the Select button. <input checked="" type="checkbox"/>
12.	Verify the following fields: Pay Period End Date From – First day of the Pay Period Thru – Last day of the Pay Period Check Date Auto Deposit Date Note: These fields are updated after Final Update to the next pay cycle dates.

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [UPY900] Sign Out

Pay Cycle Workbench - Pre-Payroll Processing

OK Cancel Form Tools

Payroll Parameters

Interim Only Merge Interims AutoPay Changes Only Leave Balance

Pay Cycle Information

Payroll ID: 27BWTEST Submit Pre-Payroll

Pay Cycle Code: BW10 BIWEEKLY-END SUN -10 DAY LAG

Country Code: US UNITED STATES

Pay Period End Date: 10/24/2010

Version: BW27S CenturyYear: 2010

Date/Detail Info Additional Parameters

Dates

From: 10/11/2010 Thru: 10/24/2010

Check Date: 11/03/2010 Auto Deposit Date: 11/03/2010

Detail Information

Period No: W B S M O

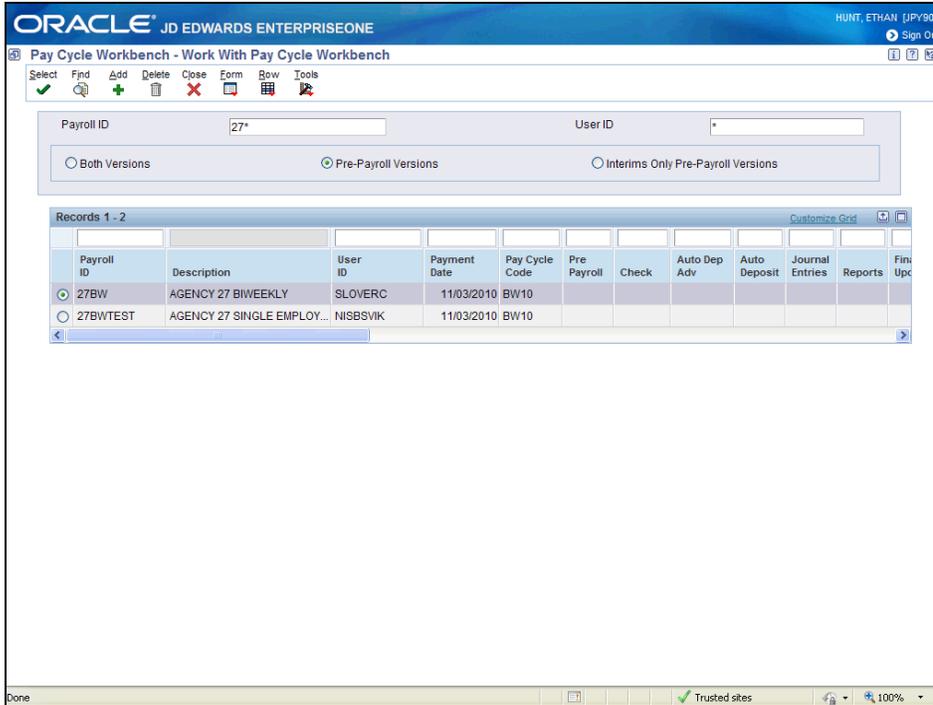
Std. Hours: W B 80.00 S M O

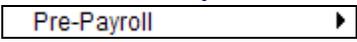
Done Trusted sites 100%

Step	Action
13.	Click the OK button. 

Training Guide

Processing Payroll - Pre-Payroll

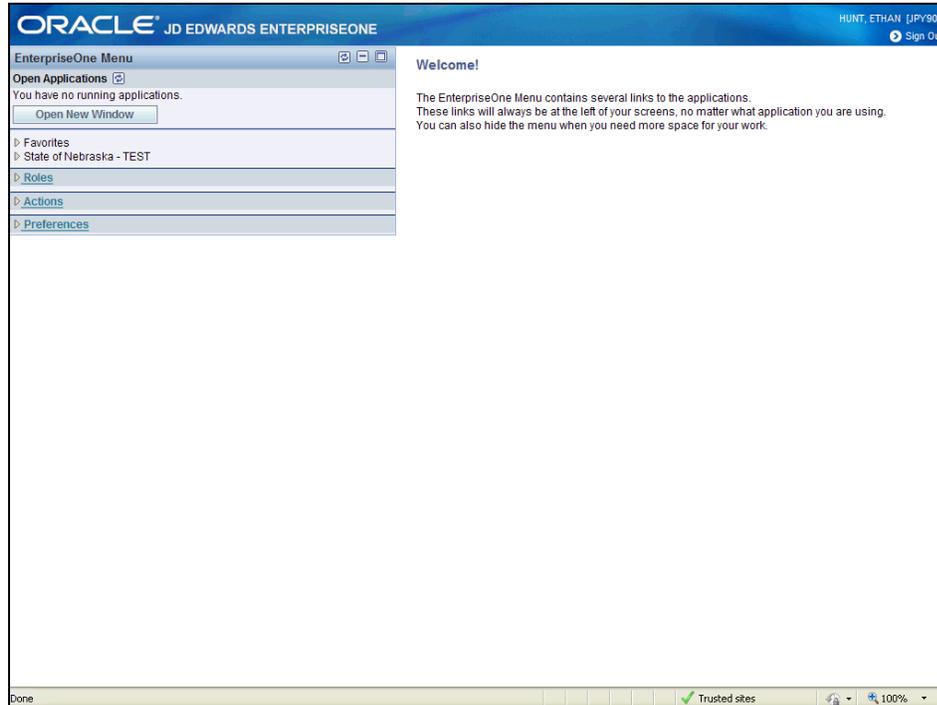


Step	Action
14.	Choose the appropriate Payroll ID by clicking the radio button next to it. 
15.	Click the Row button. 
16.	Click the Pre-Payroll menu. 
17.	Click the Submit menu. 
18.	Click the Pre-Payroll menu. 
19.	Click the OK button. 
20.	Review the grid row under the Pre-Payroll column. An “ A ” means the job is Active or on the job queue. This means the Pre-Payroll (R07200) is processing.
21.	Click the Find button until the grid row under the Pre-Payroll column changes to “ 1 ”. 
22.	when the Pre-Payroll column changes to “ 1 ” this indicates that the Pre-Payroll is complete.
23.	You have successfully completed this lesson. End of Procedure.

Review Pre-Payroll Messages Online Lesson

Procedure

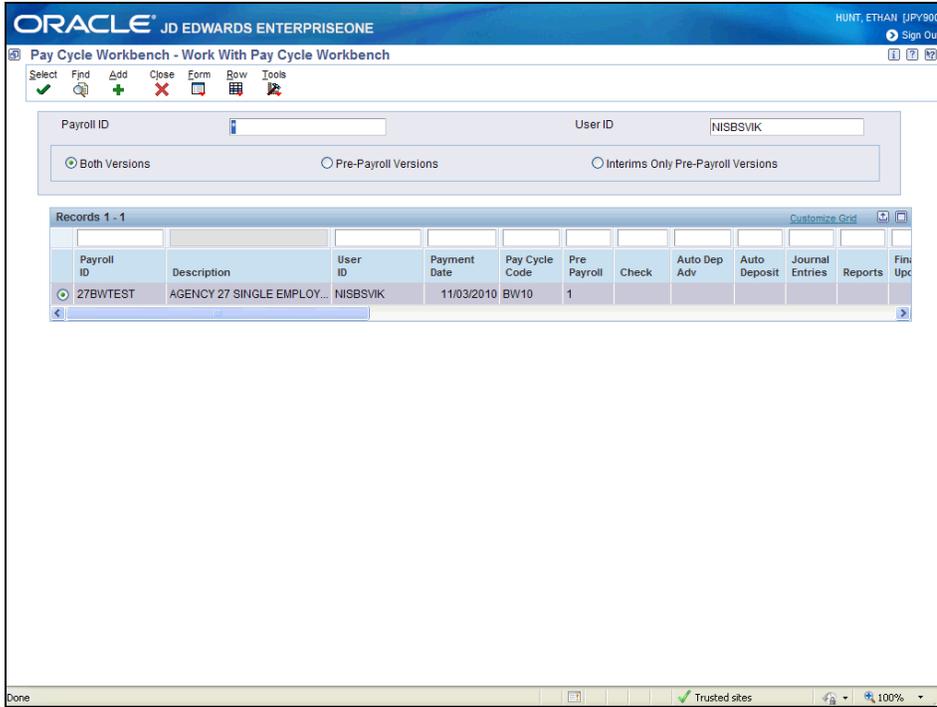
In this lesson you will learn to review pre-payroll messages online.

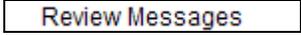


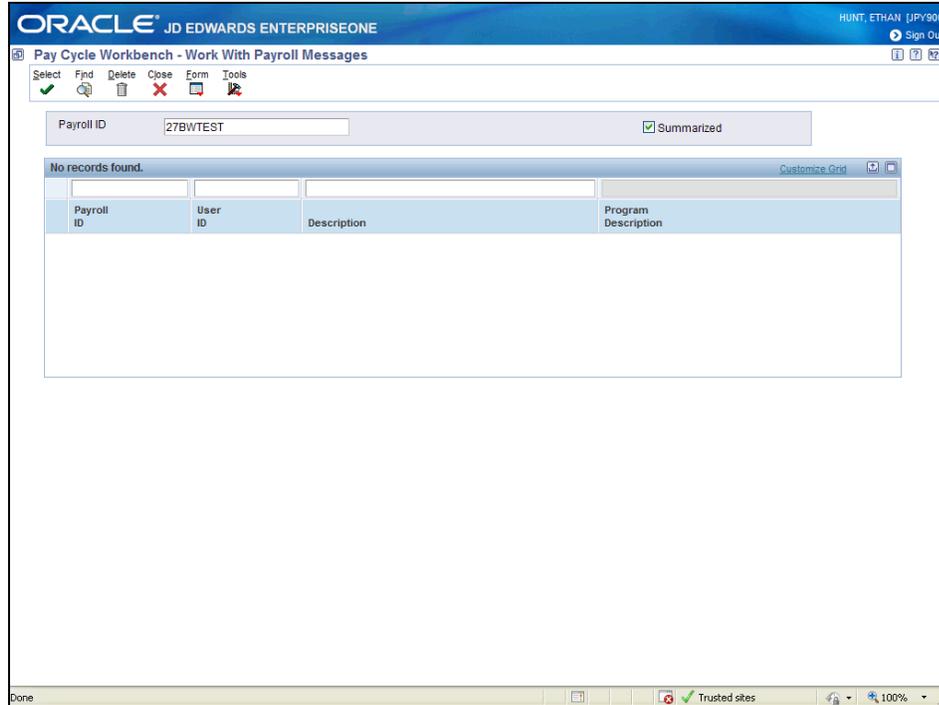
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Payroll link. Payroll
3.	Click the Payroll Processing link. Payroll Processing
4.	Click the Pay Cycle Workbench link. Pay Cycle Workbench
5.	Choose the Payroll ID on the grid you wish to review by clicking the radio button next to it.

Training Guide

Processing Payroll - Pre-Payroll



Step	Action
6.	Click the Row button. 
7.	Click the Pre-Payroll menu. 
8.	Click the Review Messages menu. 
9.	Note: If there are “ No records found. ”, the Pre-Payroll completed successfully. If there are errors, the Pre-Payroll can be revised or the errors can be corrected, Pre-Payroll reset and the Pre-Payroll submitted again.



Step	Action
10.	Click the Close button. 
11.	You have successfully completed this lesson. End of Procedure.

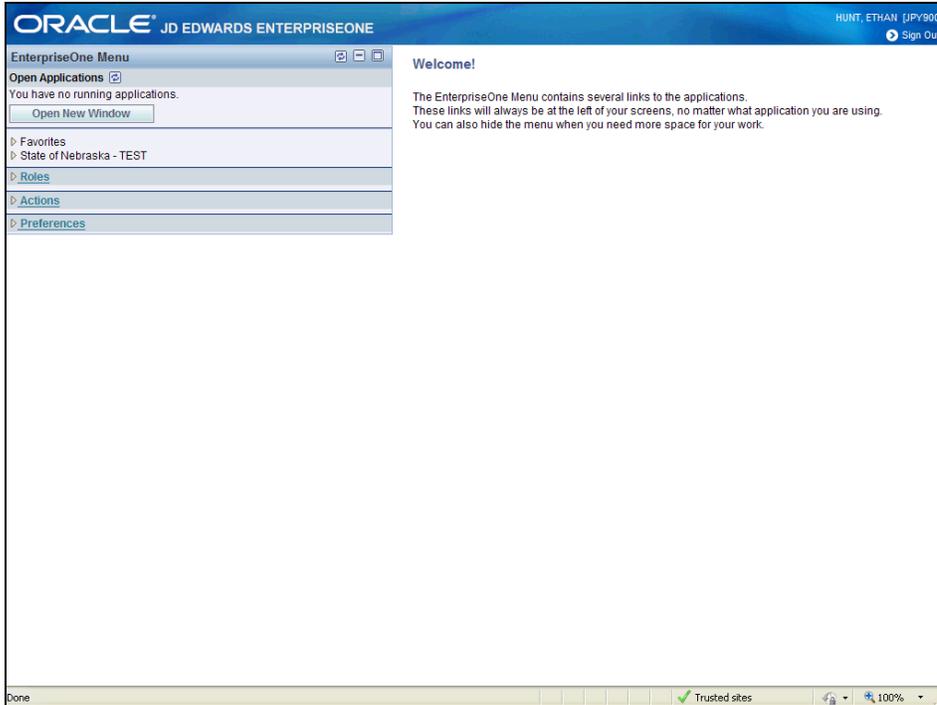
Review Pay Calculations Online Lesson

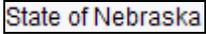
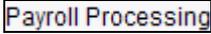
Procedure

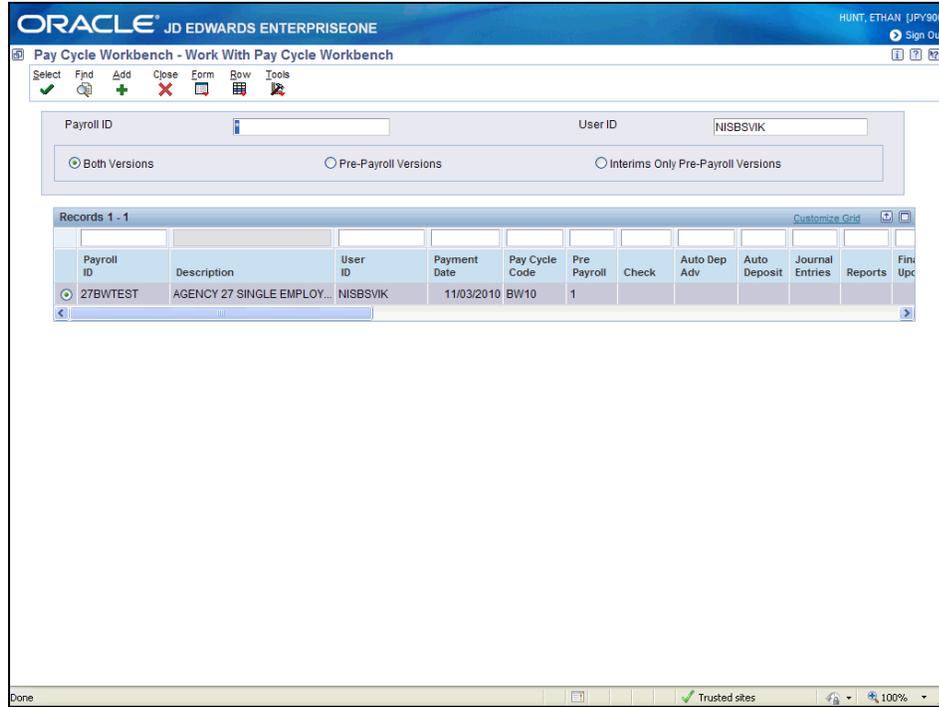
In this lesson you will learn to review pay calculations online.

Training Guide

Processing Payroll - Pre-Payroll



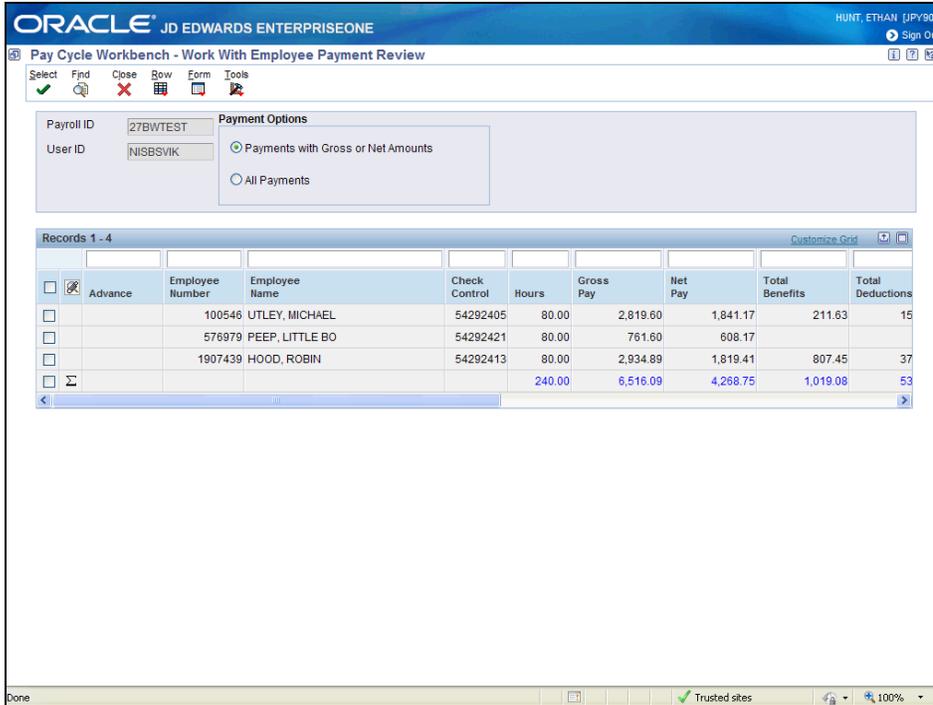
Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Payroll link. 
3.	Click the Payroll Processing link. 
4.	Click the Pay Cycle Workbench link. 
5.	Choose the Payroll ID on the grid you wish to review by clicking the radio button next to it.



Step	Action
6.	Click the Row button. 
7.	Click the Payment Review menu. 

Training Guide

Processing Payroll - Pre-Payroll



Step	Action
8.	Choose the Employee on the grid you wish to review by clicking the check box next to it. <input type="checkbox"/>
9.	Click the Row button.
10.	Note: Depending on what you want to see on an employee, you can review different information (Distribution Review, Time Card Detail, DBA Review and Tax Detail, etc). This Training Guide shows how to review pay stub detail.
11.	Click the Stub Detail menu. <input type="text" value="Stub Detail"/>
12.	Review the pay stub information.

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Pay Cycle Workbench - Work With Pay Stub Detail

Check Control No. 54292421
Address Number 576979 PEEP, LITTLE BO

Records 1 - 7

Pay Type	Pay Type Description	Hours	Hourly Rate	Gross Pay	YTD Gross Amount	DBA Code	DBA Code Description	Current Amount	YTD Amount
1	REGULAR PAY	64.00	9.520	609.28	1,370.88		GROSS WAGES	761.60	1,523.20
40	SICK PAID						FEDERAL INCOME TAX	70.92	149.34
240	HOLIDAY	16.00	9.520	152.32	152.32		FEDERAL SOC SEC WI...	47.22	97.54
	VACATION HOURS ...				66.60		FEDERAL MEDICARE ...	11.04	22.81
	SICK HOURS EARN...				66.60		NEBRASKA STATE INC...	24.25	51.01
	* SICK TAKEN/AVAIL...	35.00		61.60			PARKING		50.00
	* VACATION TAKEN...	26.00		64.60					

Gross Pay 761.60 Deductions 153.43 Net Pay 608.17

Step	Action
13.	When finished click the Close button.

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Pay Cycle Workbench - Work With Employee Payment Review

Payroll ID 27BWTEST
User ID NISBSVIK
Payment Options: Payments with Gross or Net Amounts, All Payments

Records 1 - 4

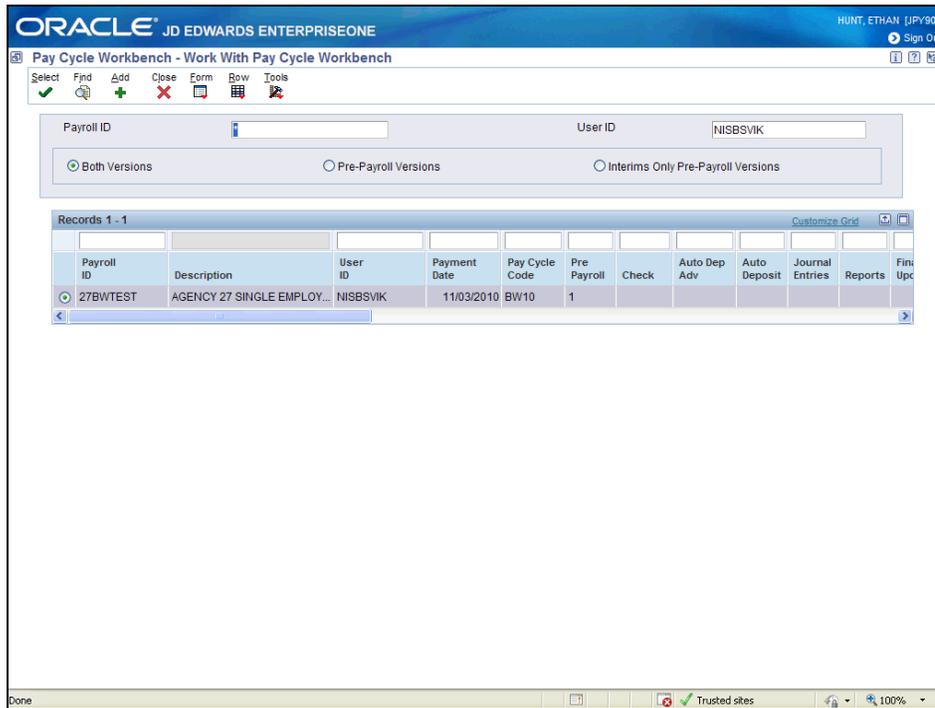
Advance	Employee Number	Employee Name	Check Control	Hours	Gross Pay	Net Pay	Total Benefits	Total Deductions
<input type="checkbox"/>	100546	UTLEY, MICHAEL	54292405	80.00	2,819.60	1,841.17	211.63	15
<input checked="" type="checkbox"/>	576979	PEEP, LITTLE BO	54292421	80.00	761.60	608.17		
<input type="checkbox"/>	1907439	HOOD, ROBIN	54292413	80.00	2,934.89	1,819.41	807.45	37
<input type="checkbox"/>				240.00	6,516.09	4,268.75	1,019.08	53

Training Guide

Processing Payroll - Pre-Payroll



Step	Action
14.	Click the Close button. 



Step	Action
15.	Click the Close button. 
16.	You have successfully completed this lesson. End of Procedure.

Review Payroll Reports

After pre-payroll is processed, review the Payroll Register report (R073012) to verify that the system correctly calculated employees' gross-to-net amounts and that the correct employees are being paid. Review employee earnings for this payroll cycle by pay type and deductions. The report lists the following information:

- Pay type and deductions for each employee by business unit
- Totals by pay type for each business unit
- Grand totals by pay type for each company
- Check-control numbers

The Payroll Register report also shows which employees' gross-to-net calculations are incorrect.

Check-control numbers are system-assigned numbers that are used to help track your actual payment numbers. The system also uses the check-control number to complete all of the necessary account reversals when you void a payment and to track journal entries. The check-control number is particularly important because at this point in the process the system does not track actual payment (i.e. warrant) numbers. Payment/warrant numbers are not tracked in the system until after the Print Payments process has been run.

Note: The Check-control number is not the warrant number.

A warning prints on the report when the total gross amount minus the deductions does not equal the total net amount.

Note: Please see below for a list of jobs that will appear in the submitted jobs:

R07200 - This is a UBE, no report output

- A UBE is a program that generates reports or runs other programs.

R053191 - Payroll Exception

- View this report to see employees who either exceed the maximum or fall below the minimum rates or hours as defined by the EnterpriseOne team in Processing Options. This report also includes warning messages about possible time entry errors.

R073012 - Payroll Register

- See description above.

R073051 - Time and Pay Entry Journal

- View this report to see timecard information for employees.

R07354 - This is a UBE, no report output

- See description above

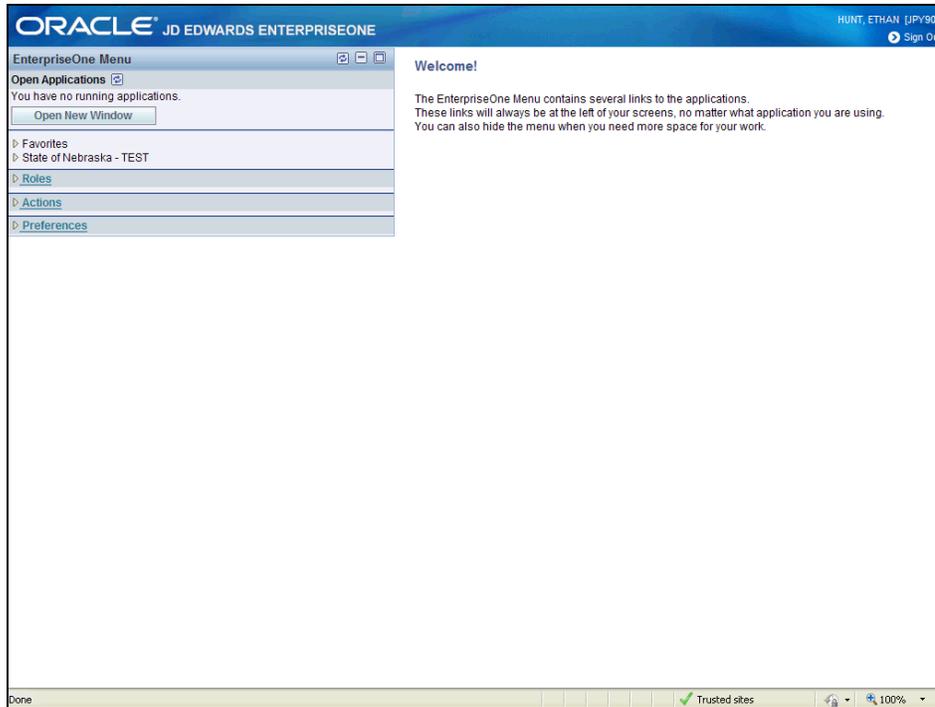
Correct Errors After Pre-Payroll Lesson

Procedure

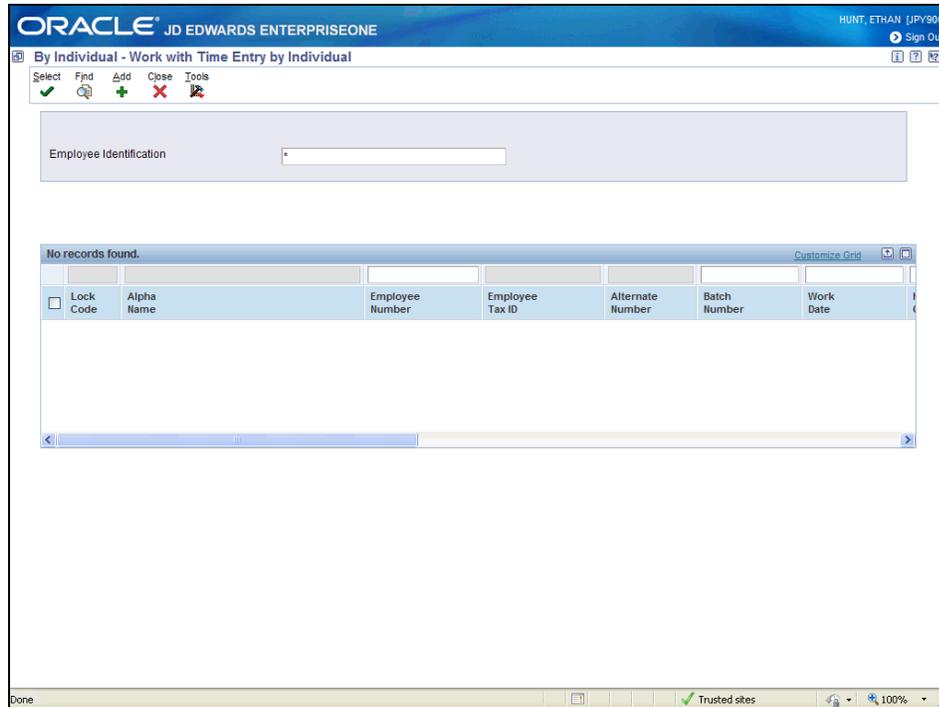
In this lesson you will learn how to correct errors in pre-payroll.

Training Guide

Processing Payroll - Pre-Payroll



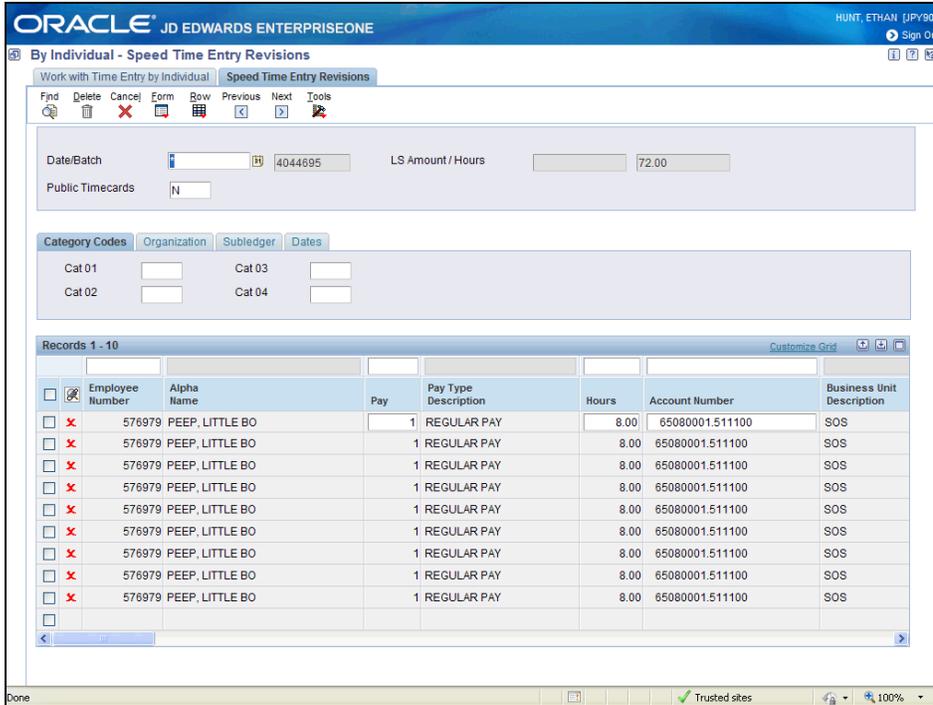
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Payroll link. Payroll
3.	Click the Payroll Processing link. Payroll Processing
4.	Click the Time Maintenance link. Time Maintenance
5.	Click the By Individual link. By Individual



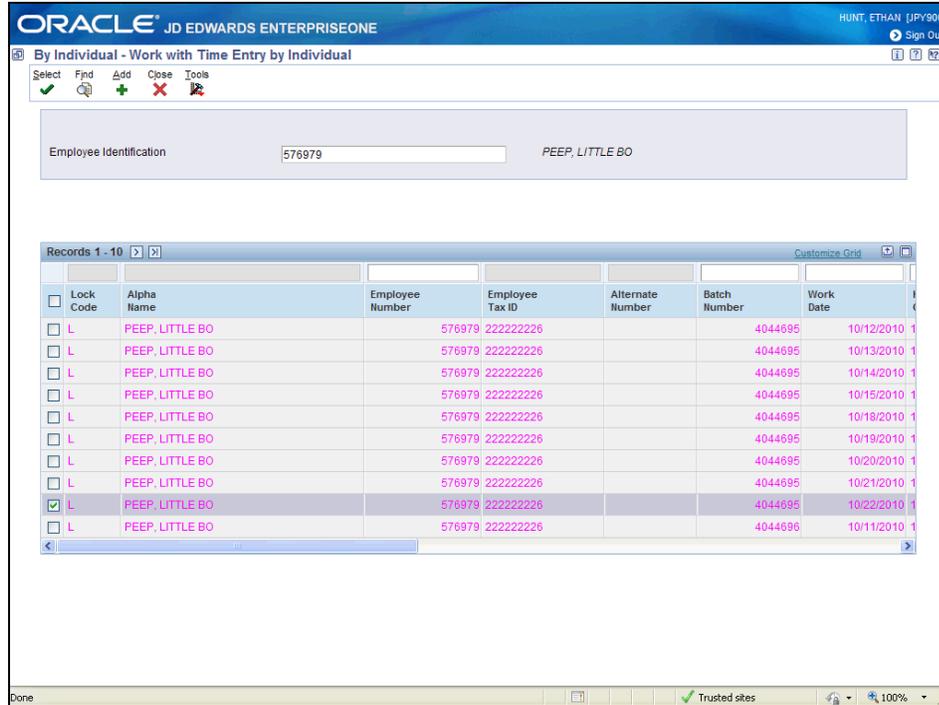
Step	Action
6.	Click in the Employee Identification field. 
7.	Enter the employee number into the Employee Identification field.
8.	Click the Find button. 
9.	Choose the appropriate timecard based on batch number or work date by clicking the check box next to it. option. 
10.	Click the Select button. 

Training Guide

Processing Payroll - Pre-Payroll



Step	Action
11.	Make changes to the appropriate fields in the grid (i.e. Pay or Hours columns). 
12.	After making your changes press the down arrow key on your keyboard to move to the next line on the grid.
13.	Note: The OK button will not appear on the window until you move the cursor to the next row on the grid.
14.	Click the OK button. 
15.	The OK button will then disappear from the screen.
16.	Click the Cancel button. 



Step	Action
17.	Click the Close button. 
18.	Note: When it is necessary to make changes to timecards after Pre-Payroll has run, a "1" will populate in the Changes Only field in the grid on the Work With Pay Cycle Workbench window. The next step is to Reset the Payroll Cycle or Run Changes Only for the Pre-Payroll. You have successfully completed this lesson. End of Procedure.

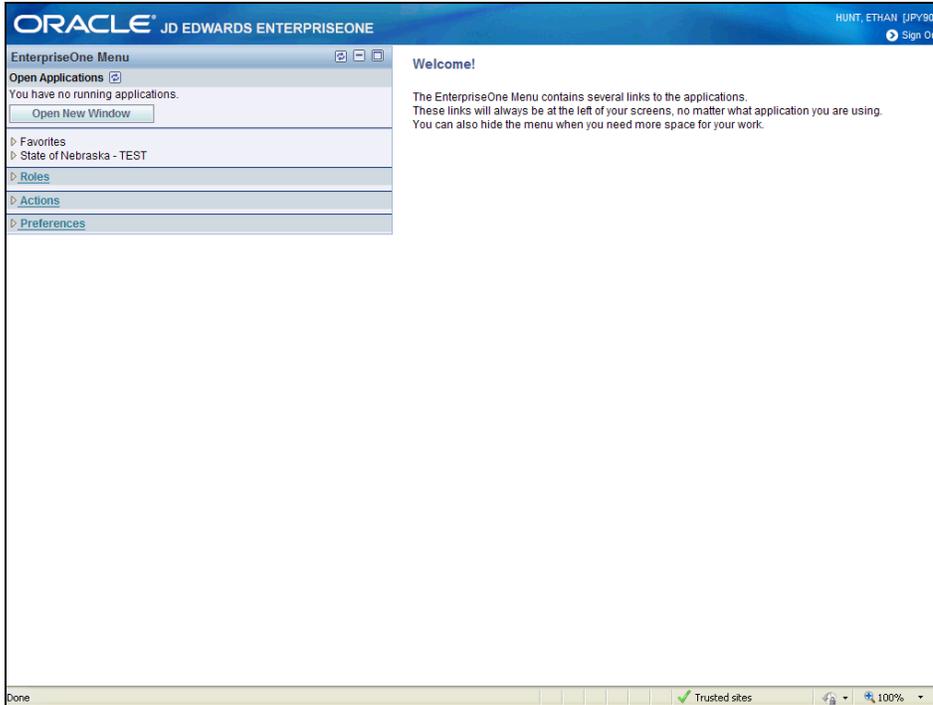
Run Changes Only for the Payroll Cycle Lesson

Procedure

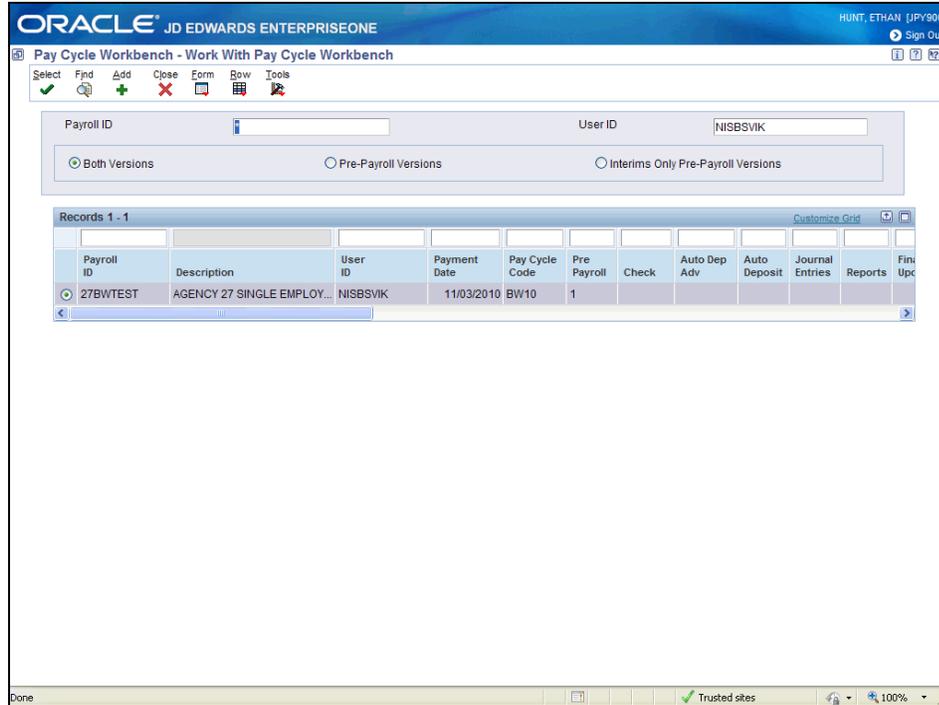
In this lesson you will learn to run changes only for the pay cycle.

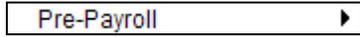
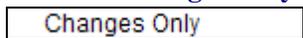
Training Guide

Processing Payroll - Pre-Payroll



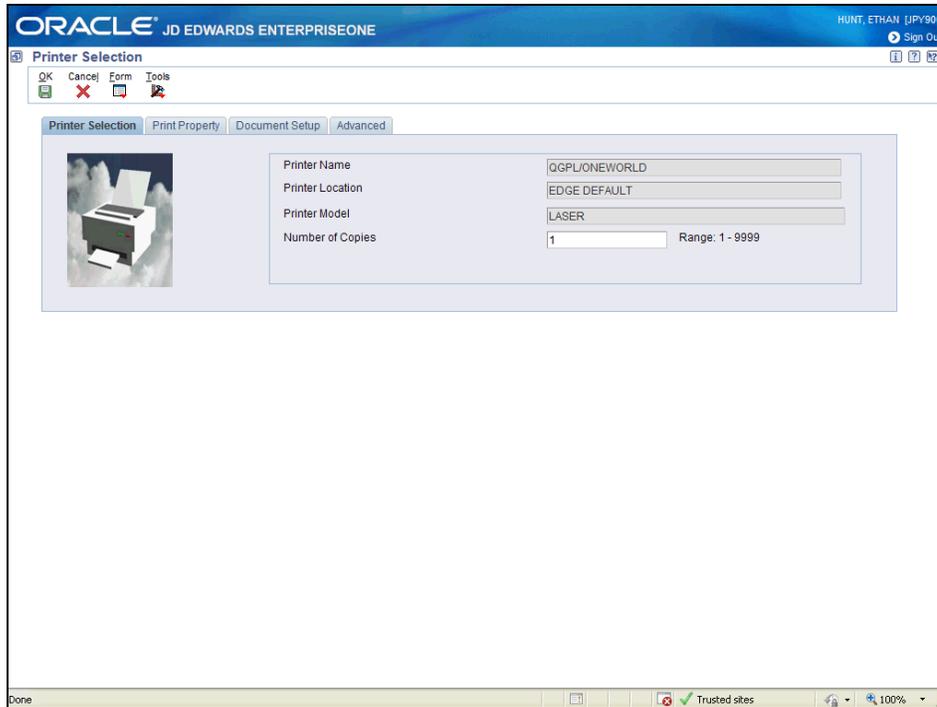
Step	Action
1.	Click the State of Nebraska link.
2.	Click the Payroll link.
3.	Click the Payroll Processing link.
4.	Click the Pay Cycle Workbench link.
5.	Look for a "1" in the Changes Only column in the grid to determine if Changes Only needs to be run. Running Changes Only will create a Payroll Register Report containing only employees with changes processed. Note: you may need to scroll to the right to see the Changes Only column.
6.	Choose the Payroll ID version on the grid you wish to process changes by clicking the radio button next to it.



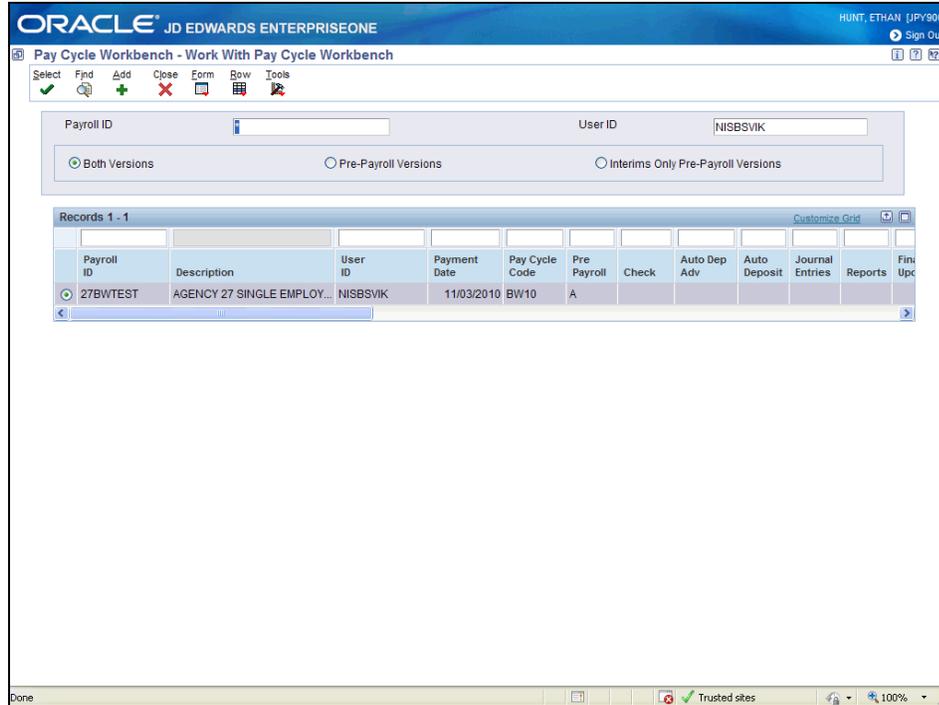
Step	Action
7.	Click the Row button. 
8.	Click the Pre-Payroll menu. 
9.	Click the Submit menu. 
10.	Click the Changes Only menu. 
11.	Click the OK button. 

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Step	Action
12.	Click the OK button. 
13.	Review the grid row under the Pre-Payroll column. An “ A ” means the job is Active or on the job queue, this means the Pre-Payroll is processing.



Step	Action
14.	Click the Find button until the grid row under the Pre-Payroll column changes to "1". 
15.	When the Pre-Payroll column changes to "1" this indicates that the Pre-Payroll is complete.
16.	Click the Close button. 
17.	You have successfully completed this lesson. End of Procedure.

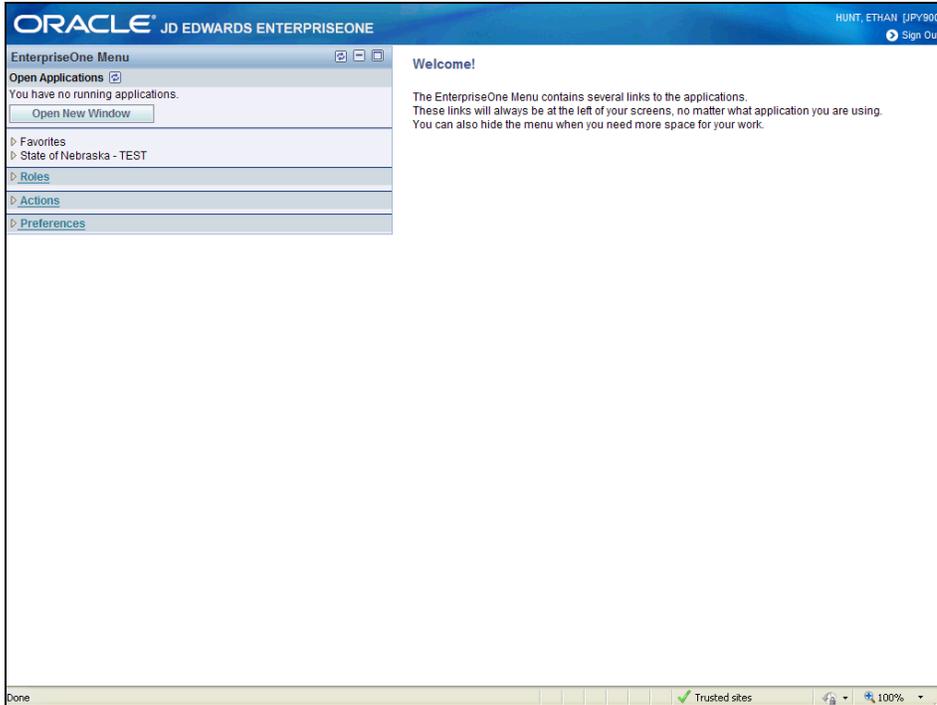
Reset a Payroll Cycle Lesson

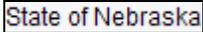
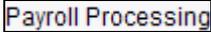
Procedure

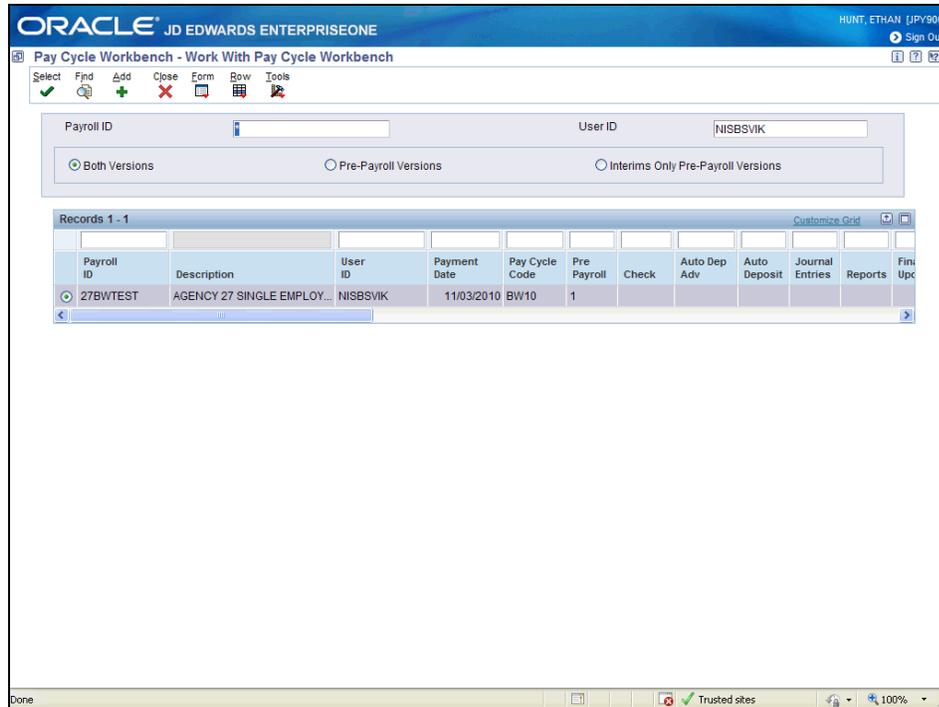
For this lesson you will learn how to reset a payroll.

Training Guide

Processing Payroll - Pre-Payroll



Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Payroll link. 
3.	Click the Payroll Processing link. 
4.	Click the Pay Cycle Workbench link. 
5.	Choose the Payroll ID version on the grid you wish to reset by clicking the radio button next to it.



Step	Action
6.	Click the Row button.
7.	Click the Pre-Payroll menu.
8.	Click the Reset Payroll menu.
9.	Click the OK button.
10.	If there is still a "1" in the Pre-Payroll column click Find until the "1" disappears.
11.	Click the Find button.
12.	When the "1" disappears in the Pre-Payroll column the payroll has been reset.
13.	Click the Close button.
14.	You have successfully completed this lesson. End of Procedure.